

**EXECUTIVE SECRETARIAT**

**ROUTING SLIP**

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SUSPENSE

Date

Remarks

STAT

ER 88-4021X

Executive Secretary

25 Oct '88

Date

**3637** (10-81)

# Columbia College

Career Planning and Placement Center



10TH AND ROGERS  
COLUMBIA, MISSOURI 65216  
314-875-7425

October 12, 1988

Director  
Central Intelligence Agency  
Washington, D. C. 20505

Dear Sir:

I would like to take this opportunity to invite you to participate in Columbia College's first annual Criminal Justice Administration and Social Work CAREER DAY scheduled for Thursday, November 17, 1988.

Intended to be primarily an information session, this program provides organizations an exceptional opportunity to communicate their various programs, services and career employment expectations to a large number of individuals in a single setting.

Although interviewing for prospective employees is not a major objective of this program, should an individual generate particular interest--given your present or future staffing needs--you are certainly encouraged to pursue the possibilities.

Unfortunately space is limited so it will be necessary to curtail participation to the first 50 organizational respondents. The deadline for registration is Tuesday, November 14.

Please complete the enclosed Career Day Registration Form and return it no later than noon, Tuesday, November 14, 1988. In order to further facilitate your participation in this year's Criminal Justice Administration and Social Work CAREER DAY, telephone requests for space are encouraged--we will complete the necessary paper work that will insure your reservation.

Should you have questions regarding this program, please do not hesitate to contact me at any time. I look forward to hearing from you, and know that your participation will be both enjoyable and valuable for you as well as our students.

Sincerely,

Robert A. Ebersol  
Director, Career Center

Karl Hubbard  
Program Director, Criminal Justice

RAE/jl

Tamara Reida  
President, Criminal Justice Association

Tom Sawyer  
Program Director, Social Work



L-261-TR

**CAREER DAY - PARTICIPANT CONFIRMATION**  
**Criminal Justice Administration and Social Work**  
**Columbia College, Columbia, Missouri**

Yes \_\_\_\_\_ We will participate. Please reserve space for us.

No \_\_\_\_\_ We are unable to participate, but let us know of future programs.

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

Please return form to:

Career Center  
Columbia College  
Tenth and Rogers  
Columbia, Missouri 65216